

Email your Professor/Staff like a Pro!

- **Use your KU email address.**
- **Use the subject line that makes sense.** For example, “question about exam” and avoid subjects like “Urgent” or “Hi”.
- **Use a salutation.** For example, Dear Professor [Last name], Prof. [Last name], Dr. [Last name], and avoid salutations like “Hey.” If you are unsure if your instructor is a Ph.D., it is safe to use Dr. Last Name and they will correct you if they are not a Ph.D. or Ed.D.
- **Be concise.** Write a concise body of the email. Your message should be clear, organized, and short.
- **Capitalize, punctuate, and check your spelling.** Have good grammar. It conveys to them that you are a diligent student.
- **Acknowledge any and all replies.** If your professor answers your email, be sure to thank them for the reply.
- **Email is forever.** At KU, all email sent on a university server is saved.

Do your groundwork before emailing your professors. Check the course syllabi, canvas, and other course resources provided by the instructor before emailing your professor if you have questions about the due date, format etc.

Responses may not be immediate. Professors have different work schedules. Two business days is a standard window for an email response during the business week.

Do not complain via email: If you have questions on your grades, deadlines, etc., do not complain via email. Make it a conversation in person and be ready to receive constructive feedback.

For more details, check out notes from the [Wingspan: Contacting your Professor](#) tips.



learningandwriting.ku.edu | Anschutz Library 424 | peercoaching@ku.edu | 785-864-7733